

**BOARD OF SELECTMEN  
TOWN OF EAST WINDSOR  
11 RYE STREET  
EAST WINDSOR, CONNECTICUT 06088**

**MINUTES OF REGULAR MEETING**

**Tuesday, June 19, 2012 at 7:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards  
Members Absent: Denise Menard  
Others: Kathleen Pippin and Gilbert Hayes  
Press: Larry Smith (Patch. com)

**I. Call to Order**

Deputy First Selectman Alan Baker called the Regular Meeting to Order at 7:01 p.m., in the East Windsor Town Hall.

**II. Attendance**

Alan Baker, Deputy First Selectman  
Dale Nelson, Selectwoman  
Richard P. Pippin, Jr., Selectman  
James C. Richards, Selectman

**III. Added Agenda Item**

None.

**IV. Approval of Minutes**

**Regular Meeting of June 5, 2012**

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves the minutes of June 5, 2012 Regular Meeting, as presented.

**V. Communications**

**a. Correspondence from Governor Malloy**

Mr. Baker discussed an email received from the State of Connecticut, Office of Policy and Management dated June 12, 2012 regarding Governor Malloy

announcing initiative to phase-in property revaluations. Mr. Baker summarized the email by indicating an initiative that will allow communities across the state to phase-in revaluations of property for a period of up to five years, even if the value of the property decreases. Under the current law, municipalities can only phase-in increases in assessments. This new initiative allows towns and cities to “responsibly administer revaluations in a way that blunts the negative impact to residents”.

**b. Notice of June 20, 2012 Special Town Meeting**

Mr. Baker indicated to the Board Members that in their packet is a Notice of Special Meeting and Referendum Vote by Voting Machine in East Windsor. He read from the notice. The two items to be determined at the Town Meeting are:

(1) To consider and discuss an appropriation of \$3,770,000 for the cost of the Replacement of Broad Brook Elementary School Portable Classroom Project, including but not limited to, the replacement of eight portable classrooms with fourteen permanent modular classrooms, including the removal of the existing portable units, the design and construction of new classrooms, site work, the purchase and installation of furniture, equipment and instructional technology and all alterations, repairs, and improvements in connection therewith, as well as the engineering, architectural and temporary and permanent financing costs, and to meet said appropriation, and in lieu of a tax therefore, the issuance and sale of bonds and notes of the Town pursuant to Chapter 109 of the Connecticut General Statutes, as amended, the Town Charter or any other provisions of law thereto enabling, in an amount not to exceed \$37,770,000 or so much as necessary after deducting grants or other sources of funds therefore and the First Selectman and Town Treasurer be authorized to issue and sell bonds or temporary notes of the Town not to exceed \$37,770,000 in anticipation of the receipt of the sale of such bonds to determine the amount, date, date of maturity, interest rate, from and other details of such notes and bonds; and,

(2) To consider and vote on the recommendation of the Board of Selectmen that the polls shall open at six o'clock a.m. to conduct the referendum on June 27, 2012.

**c. American Heritage River Commission Grant Application**

Mr. Baker indicated to the Board Members that in their packets was a grant application which was made by the American Heritage River Commission for a grant from Northeast Utilities in the amount of \$2,500 for to cover the cost of equipment to be used in maintaining the navigability of the Scantic River and thus allowing members to continue testing the water for safety of all who use the river.

**d. Correspondence from Town Treasurer Regarding PILOT Payment for Fiscal Year 2011-2012**

Mr. Baker commented on a letter dated July 13, 2012, sent by Ms. Catherine by July 13, 2012 for the fiscal year 2011-2012. This issue was discussed at a previous meeting.

**e. Invitation to March in the Broad Brook Fire Department Parade**

Mr. Baker indicated that the Board has received an invitation from the Board Brook Fire Department to march in the upcoming parade on Saturday, June 29, 2012. The carnival is scheduled to take place on June 28<sup>th</sup> through June 30<sup>th</sup> and the fireworks will be on Friday, June 29, 2012 at 9:00 p.m. Ms. Nelson, Mr. Richards and Mr. Baker have indicated they will attend the parade and Mr. Pippin indicated he would try to attend. Mr. Baker also indicated the fire department is currently accepting donations towards the cost of the fireworks.

**VI. Selectman's Reports**

**a. Denise Menard, First Selectwoman**

Ms. Menard was not in attendance, no report given.

**b. Alan Baker, Deputy First Selectman**

Mr. Baker indicated the Veterans Commission had a Special Meeting recently to discuss two items. One item discussed was the Eagle Scout, Alex Thim and the clean-up work he is performing at the Barber Hill School. It was voted to donate \$300 to Alex's cause. The other item discussed was the construction of a wheelchair ramp which is needed by an East Windsor Veteran and the donations which are needed for the project. Mr. Richards inquired if the project had gone through Zoning and Mr. Baker indicated not as of yet.

Mr. Baker commented about the recent Route 140 Stakeholders Meeting which recently took place. He commented that the meeting was very informative. He discussed some of the ideas that were discussed at the meeting such as business signs.

**c. Dale Nelson, Selectwoman**

Ms. Nelson indicated that on June 7<sup>th</sup> she attended the North Central Chamber of Commerce Breakfast at the Grassmere Country Club. Scholarships were awarded

to students at this event and an East Windsor Student, Samantha Davis received a scholarship. She will be attending UCONN in the fall as an accounting major. On June 7, 2012, Ms. Nelson attended the Broad Brook Fire Department Meeting. They spoke about the fiber-optic drops that are required in every firehouse. Warehouse Point already has the fiber-optic drops and the Broad Brook Fire Department is now looking into where the drops can be placed. She indicated that the fire department believes they will be coming within their budget at the end of the fiscal year. They have a little extra money available and they are anticipating purchasing equipment and supplies. They also spoke about the gym and finalizing the rules and regulations with the Senior Center. They have indicated some of the equipment is broken and it was mentioned that the Board of Selectmen have agreed to help in the cost of the repairs.

On June 12, 2012, she attended the meeting of the Board of Finance after the referendum. She also mentioned the meeting on July 13, 2012 of the EDC for the planning of the Route 140 corridor. She was in favor of the suggestions regarding the signage and the other ideas which Mr. Baker discussed previously in his report. She discussed the recent Police Commission Meeting and indicated they are opening bids regarding the vehicle maintenance.

Lastly, she discussed the Annual Dream Cars Show which took place recently and all of the wonderful cars which participated in the car show. She had a difficult time trying to vote on the best in show car. She ultimately decided on a 1927 Ford Roadster.

**d. Richard P. Pippin, Selectman**

Mr. Pippin indicated he attended the Inland/Wetlands Meeting along with Ms. Nelson. A long presentation was given regarding the Chapman project on Route 5/Phelps Road. There were approximately 30 pages of testimony given for the project. It was very detailed. A concern he has is the conservation easement and if it is given, the land cannot be used for farming. The hearing was continued. A discussion of the Springdale Cemetery continued and the discussion was about financing. As discussed previously, there is a landslide on the backside of the cemetery due to the storms last fall. Mr. Pippin indicated FEMA would be reimbursing the Town for the expenses. Also discussed was the entrance of the driveway at the Scantic Road Cemetery and how part of the land is the owned by the Town and the other half is owned by the Cemetery Association. He also mentioned that the Timber Harvest of Connecticut Water was approved.

**e. James C. Richards, Selectman**

Mr. Richards indicated he did not attend the recent Board of Education meeting due to the fact he was attending the EDC Route 140 Stakeholders Meeting. The

next scheduled Regular Meeting is June 27, 2012 at 7:30 p.m., if anyone would like to attend.

Mr. Richards commented on the Economic Development Commission and the recent Route 140 Property Stakeholders Meeting on June 13, 2012. The meeting will be facilitated by Heidi Samokar of Planimetrics. He believes the meeting went very well. Representatives from Connecticut Water and Yankee Gas were in attendance explaining why gas lines were not already installed because the gas company does not want to invest in the gas lines if it is not guaranteed the gas lines will be used. He also mentioned the signage issue and felt very positive of the feedback of same. On a positive note, he mentioned that CPTV and the Golden Gavel have teamed up to run a charity auction. This year the auction will be taken place in East Windsor.

Mr. Richards commented on the Historical Preservation Commission and his concerns about the Commission's lack of direction. There has not been a Chair or Vice Chair elected. He also commented that minutes have not been recorded at the Town Clerk's Office and he is very concerned.

Lastly, he commented on the recent Housing Authority Meeting. The letter that was recently sent by Ms. Cabral was mentioned. He indicated the tenants discussed the grass cutting and other problems. He did mention the Parks and Recreation Meeting of June 12, 2012, but he was unable to attend because he was out of town.

## **VII. Public Participation**

Mr. Gil Hayes, 143 Rye Street, addressed the Board. He gave to the Board Members documents which he completed for the Board and Commission Appointments. He indicated he has been in front of the Board at previous meeting discussing the constables IDs and he noticed that he is not on the agenda for this meeting. He will request with the First Selectmen's Office to be placed on the next agenda. The document he gave to the Board does not guarantee town liability. At the last meeting, there were some good points brought up by the Board. Mr. Broder and himself have been very patient with the Board and have been waiting approximately 7 months for an ID so work can be done. The State of Connecticut does give him the authority to serve paperwork. He is coming to the Board with hat in hand and with a letter with the Town of East Windsor Seal on it indicating he is a constable. He had to take an oath. No where within that letter does it say that that Town is liable for his actions. He is suggesting maybe shrinking this letter wallet size using that as an ID. He commented that the Chief of Police indicated making an ID couldn't be done, however, the Police Commissioners of the Town have ID because they are public officials. Ms.

Nelson commented that at the last meeting First Selectwoman Denise Menard indicated she would be contact CIRMA regarding liability issues and issuing ID. Mr. Baker looked through the minutes of the previous meeting and indicated that the constables were also going to get more information from Windsor Locks and Plymouth as to the duties and responsibilities of constables. Mr. Richards questioned the Police Commissioner's getting IDs and security issues of the Town. Mr. Pippin remarked if a major crisis should happen, there are no IDs given to officials to enter command posts.

Ms. Kathleen Pippin of Woolam Road addressed the Board. She indicated that she has an issue receiving paperwork from the Town for the meetings she needs to attend. This morning she had a heck of a time and actually had to drive to the Town Hall to retrieve the paperwork for her meeting on Wednesday evening. She lost three phone calls to her office. She is wondering if she would be able to have a key to the Town Hall so she can come after hours to make copies of all of the attachments and paperwork for her Board of Finance Meeting. Ms. Nelson inquired if she gets the Board packet via email. Ms. Pippin indicated that it is done electronically but she is having a problem receiving all of the attachments. Usually the packet is sent on the Friday before the meeting by the Chairman. Ms. Pippin indicated she likes to have the packet for almost a week so she can review all the paperwork before the meeting.

#### **VIII. Board and Commission Resignations and Appointments**

- a. Resignations: None**
- b. Re-Appointments: None**
- c. New Appointments: None**
- d. Board and Commission Current Vacancy List**

The list was given to all the Board Members for their review

#### **IX. Unfinished Business**

- a. Discussion of Board of Selectmen Priorities**

Mr. Baker indicated that in the Board Member's packets is a spread sheet entitled "2012-2013 Board of Selectmen Priorities". Mr. Baker asked the Board if they would like to work on the list. It was agreed to review same. They began on the top of the list beginning with Town Unity. Mr. Richards commented that he would like Commissions and Boards of the Town to work together to find better ways of funding certain projects and/or programs, for instance, having the Board of Education and Town Government work closer together. Ms. Nelson thought the way the Board of Selectmen, Board of

Finance and Board of Education worked together during this past budget season was a great start.

The next topic discussed was “Town Economic Growth/Stabilize Tax Rate”. Ms. Nelson indicated that Ms. Menard has worked hard along with the EDC to bring businesses to the Town, for example, Wal-Mart and STR which will be a huge stabilizing factor and more businesses will be attracted to the Town with the Route 140 Corridor within the next five to ten years. This is a long term goal. Mr. Pippin indicated that in order to attract more businesses, the way of obtaining permits and the process needs to be streamlined so it can be done quickly. He gave an example of getting permits from the City of Hartford and as long as everything is in place, a permit can be obtained within eight days. Ms. Nelson indicated all the land use Boards needs to be brought together and once the computer system is upgraded, software will be able to be purchased to make the process and communication between all the land use Boards will be an easier transition with the use of checklists. Mr. Baker indicated that Ms. Nelson and Mr. Pippin will be the lead on this topic for future discussions.

The next topic was “Conservation and Farmlands”. Mr. Baker inquired who knew about this topic. Mr. Richards commented it may have something to do with the guidelines and regulations of zoning. Mr. Baker indicated this topic will be left blank until a direction regarding the topic could be agreed upon.

“Town Facilities Going Green” and “School System Re Accreditation” were the two next topics which were mentioned. “Self-Sufficient” was discussed. Mr. Richards remarked the he would like to see the Town not take any monies from the State of Connecticut and become more self-sufficient rather than relying on the State. He suggested the monies which is received because of new business and other revenue sources which are not expected and those monies be placed in some sort of savings account for emergency situations and building this savings account and not use the money for new programs or initiatives. Ms. Nelson commented that an account has already been set up within the budget for the last two years or so. She knows that this was talked about by Ms. Cabral at some of the budget meetings she attended. The Town has been putting money a little at a time in an attempt to get that account at a healthy level. Mr. Richards indicated he was also thinking about having Commissions raise more funds rather than using taxpayers money for their projects and searching for more grant monies that maybe available. A brief discussion took place and Ms. Nelson suggested that Ms. Cabral should be present during this discussion. It was agreed that Ms. Nelson, Mr. Richards and Ms. Cabral will have a discussion about this issue.

Mr. Baker began speaking about “Energy Commission”. He indicated that this Commission would investigate contracts for energy. He also commented that

he has drafted a document which he will be presenting to the Board after he has Ms. Menard review same, discussing this topic in more detail. He mentioned that the “Town Facilities Going Green”, “Energy Commission”, “Investigate Energy Purchasing Contract” and “Search for Funding for Generator” all should probably be combined into one topic. Funding generators and fuel cells would also fall under this commission. Perhaps having the commission began doing an energy survey of all the building to determine ways to save energy.

Mr. Baker began discussing “Facebook Page for Town”. He indicated this would be another way of communicating with the general public. Less and less people are reading newspapers and have fallen into social media sites to get information. The page will be for informational purposes only for example, notifying of Town Meetings, Referendums, Elections, and other important information. It may be an easy way of reaching approximately 1000 people. In order to implement a Facebook Page for the Town, the Board would have to discuss a policy of how and who will update the page. Mr. Baker indicated he would come up with a draft and discuss it at a future meeting.

“Community Conversations” was the next topic. Ms. Nelson indicated this was her suggestion and it would only be a quarterly type of meeting in different locations within the Town to obtain different type of feedback from the townspeople.

The last topic discussed was “Board of Education Calendar”. Ms. Nelson indicated that she has looked for the BOE Calendar and it is difficult to find and once she found it, there was not a lot of information on the calendar. She commented that it would be nice if she could go to student activities at the school if she had a day off, however; there is no way of finding out what events are taking place. Mr. Richards agreed with Ms. Nelson suggesting that all of the calendars in Town should be one calendar and entitled a community calendar. Ms. Nelson suggested posting a link on the website from the Town Calendar to obtain the Board of Education calendar.

#### **b. Discussion of Blight Ordinance**

Mr. Baker mentioned that this agenda item will be on the next agenda for two weeks. Copies of previous meeting minutes have been given to the Board Members reminding them what needs to be completed so this issue can be resolved.



**c. Condominium Owners Request (to be discussed at July 3, 2012 Meeting)\***

\*Starred items will not be discussed, but will remain on the agenda pending receipt of additional information.

**d. Cemetery Association Request\***

\*Starred items will not be discussed, but will remain on the agenda pending receipt of additional information.

**e. Set Salaries for Part-Time and Unaffiliated Employees\***

\*Starred items will not be discussed, but will remain on the agenda pending receipt of additional information.

Board Recessed at 8:02 p.m.  
Board Reconvened at 8:12 p.m.

**X. Budget Matters**

**a. Budget Transfers**

Mr. Baker gave to all the Board Members a document entitled "Town of East Windsor 2011/2012 Budget Transfers dated June 13, 2012". He briefly explained the document and each transfer listed within the document. He asked if the Board Members had any questions.

A brief discussion was held.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves and recommends to the Board of Finance the transfers listed on Exhibit A attached hereto and recommend to a Town Meeting, if necessary

**b. Discussion 2012-2013 Budgets**

Mr. Baker commented that the budget was passed at the last referendum. The budget passed was 1.97% increase.

**XI. New Business**

**a. Discussion of USDA Citizen Volunteer Forest Pest Survey Program**

Mr. Baker indicated that in the Board Members packet's was a letter addressed to the First Selectwoman Denise Menard from the USDA inviting the Town of East Windsor to join others in the State of Connecticut for a citizen volunteer forest pest survey. He read from the letter and indicated if anyone was interested, they may report what they find at [www.BeetleDetectives.com](http://www.BeetleDetectives.com).

**b. Discussion of First Selectman's Mileage Reimbursement**

Mr. Baker indicated in the Board Member's packets is Exhibit 9B entitled "Mileage Reimbursement Policy" along with mileage use of the First Selectwoman from 2009, 2010, and 2011. He read the policy and indicated this policy was implemented on February 1, 1998. The third page of the attachment gave a list of the standard trips, one way that the First Selectwoman takes during her workday.

Mr. Richards commented that during the recent budget discussions, it was discussed briefly about this mileage policy and perhaps giving the First Selectwoman a monthly travel allowance which makes sense to him. He took the last three years and an average. The monthly average is approximately \$88.00 He believes to make this very simple, that \$100 to \$150 should be allotted to the First Selectwoman for a monthly travel allowance. She provides her vehicle and provides her insurance. He did suggest that a clause should be noted in the policy that if the price per gallon of gasoline exceeds \$5.00 per galloon, the monthly travel allowance should be revisited. Ms. Nelson mentioned that the First Selectwoman is not using the Town vehicle and she is paying for her insurance and she is only requesting reimbursement for gasoline. It was mentioned by Mr. Baker that Ms. Menard has not been reimbursed for her mileage since November of 2011 and anything discussed this evening should be retroactive since November of 2011.

A brief discussion was held. Ms. Nelson wanted to mention that this policy was reviewed on this date and revised on this date.

A motion was made by Ms. Nelson and seconded by Mr. Pippin that the Board of Selectmen accept the Mileage Reimbursement Policy as implemented on February 1, 1998 and reviewed on June 19, 2012.

A discussion was held. Mr. Richards indicated he would abstain to this motion during a vote, but he is not against it. Ms. Nelson rescinded her motion and Mr. Pippin rescinded in second.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (2-1)(R. Pippin dissented) that the Board of Selectmen reviewed the Mileage Reimbursement Policy implemented on February 1, 1998 setting a travel allowance of \$150.00 per month per fiscal year retroactive November 2011 with the condition if gas prices increase to over \$5.00 per gallon, the Board will revisit the travel allowance.

**c. Approval of Tax Refunds**

Ms. Menard discussed an Application for Refund request from the Tax Collector wherein Ms. Kimberly Lord, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$1,608.39 dated June 19, 2012.

It was **MOVED** (Pippin) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$1,608.39 pursuant to the tax collector's request dated June 19, 2012.

**XII. Executive Session (pursuant to Connecticut General Statutes Section 1-210)**

None.

**XIII. Adjournment**

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the June 19, 2012 Regular Meeting at 8:31 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary

**EXHIBIT A**

**BOARD OF  
SELECTMEN  
TRANSFERS**

Transfer	Account Dept/line	Department	Amount	Reason	Town Meeting
<b>OTHER</b>					
To	<b>01/1050/812</b>	Registrars/ Referendum	\$12,294.00	For additional primaries	No
From	<b>01/8410/890</b>	Contingency			
To	<b>01/3190/100</b>	Engineering Salary	\$4,300.00	To cover shortfall in salary	Yes
From	<b>01/3180/100</b>	Public Works Salary		line	
To	<b>01/1010/101</b>	Selectmen/ Salary P/T	\$189.98	To cover shortfall in salary	Yes
From	<b>01/1195/200</b>	Town Government/Health/Life Insurance		line	
To	<b>01/6395/202</b>	P & R EE Benefits. WC	\$4,100.00	To cover shortfall in	No
From	<b>01/5295/202</b>	Conservation of Health EE Benefits/WC		FICA/Medicare & WC	